



IMPACT MANAGER

Job Description

About Women Moving Millions

More than a decade ago, Women Moving Millions (WMM) was founded to 'raise the bar on women's giving,' catalyzing a major global funding initiative and raising a groundbreaking \$181M for 40 women's funds. From these ambitious origins, we have grown to become a thriving global membership community of over 360 women from 16 countries who share our mission to catalyze unprecedented resources to achieve a gender equal world. The largest philanthropic network of its kind whose members commit a minimum of \$1 million to organizations and initiatives benefiting women and girls, we have mobilized nearly a billion dollars to date. Together, we represent a new era of resources by and for women, using the power of our collective voice and influence to accelerate progress toward gender equality.

Our core values and beliefs, which guide our work, can be read here:

<https://womenmovingmillions.org/about/>

The Opportunity

As WMM steps into a new phase of growth and impact, it is critically important that we deepen our own measurement, learning, and evaluation efforts. We pursue this work to hold ourselves accountable and ensure we are delivering on our impact objectives, but also to collect, manage, and gain insights from the robust dataset provided by our members about their activities.

Our hope is this information will have substantial internal and external value. Rigorous documentation of impact will drive accountability, bolster our communications and fundraising strategy, and shape programming. We also envision the learnings we develop to be useful to the broader ecosystem of gender equality organizations and funders.

The Impact Manager position responds to this need for additional capacity to capture, analyze, and report on the impact of Women Moving Millions as an organization as well as the impact of our members around the world. The Impact Manager will be responsible for designing, implementing, and maintaining the organization's monitoring, evaluation and learning (MEL) approach, including data collection, analysis, and reporting. As this function ramps up, there will be a critical early phase of building and developing new tools, processes, and practices to cement the culture of impact measurement and learning in the organization.

Job Title: Impact Manager

Location: New York, but flexible and remote work arrangements would be supported in this position

Reporting: Senior Director of Partnerships and External Affairs

Time Commitment: Part-time, flexible 2 days per week, with transition to up to one half day in office (Tuesday or Thursday)

Rate: \$35 per hour

Start Date: ASAP

Key Responsibilities

- Implement consultant recommendations on a MEL approach for WMM; manage inclusive process to refine approach as needed.
- Manage an annual data collection process related to key WMM outputs and outcomes including but not limited to member activity and member giving.
- Design data collection tools, such as surveys and interview guides as well as other tools for qualitative assessments.
- Conduct data collection, including:
 - Interviews & focus groups
 - Administering surveys & other online data collection tools
- Lead data management, including our member database. Ensure data quality, completeness, and usability.
- Analyze qualitative and quantitative data and produce reports for internal, WMM Board, and occasionally external audiences.
- Facilitate “sensemaking” of results and findings with staff, Board, and other stakeholders as needed to support a culture of learning, accountability, and growth in the organization.
- Collaborate with Senior Director of Partnerships to provide impact-related inputs for fundraising proposals and reports as needed.
- Collaborate with Director of Community Engagement to collect and manage member giving data.
- Carry out other duties and responsibilities related to MEL as assigned.

This position reports to the Senior Director of Partnerships and External Affairs. This position does not manage or supervise any employees.

Qualifications

- 5-7 years of relevant work experience.
- Experience designing high quality tools for data collection, conducting data analysis and producing reports of results and learnings. Commitment to using data for learning.
- Experience building or launching new initiatives; an entrepreneurial mindset.
- Experience with facilitation & learning processes within organizations.
- Excellent writing and analytical skills; attentive to detail.
- Strong interpersonal, communications, and facilitation skills, including presentations.
- Highly organized, able to manage competing priorities and to meet deadlines.
- Demonstrated initiative and flexibility working both independently and as a member of a team; an accountable self-starter.
- Ability to handle confidential information with discretion and tact.
- Strong commitment to Women Moving Millions’ mission, vision, values, and beliefs.
- Experience and/or knowledge of philanthropy sector is advantageous, as is experience working with high-net-worth individuals/donors.
- High level of proficiency using all Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Fluency with CRM platforms. Experience and skill with data visualization and report production and design preferred, but not required.

This is a part-time position with an hourly rate of \$35/hr. Flexible and remote work arrangements would be supported in this position.

Equal Opportunity

Women Moving Millions is committed to the diversity of its workforce and strongly encourages applicants from all cultures, races, educational backgrounds, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, age, disability, familial status, marital status, caregiver status, or any other category protected by applicable federal, state, or local law.

To apply for this position, please submit cover letter and résumé to Jobs@womenmovingmillions.org